

1) Accomplishment Report

As a condition of the grant, the grantee must submit an accomplishment report in order to receive final reimbursement. The program manager for the agency needs to verify that the conditions of the grant and the intent of the program funding have been satisfied. Although there are no set formats for the report, The document should answer the question, did you accomplish what you agreed to do? The document should include the following:

- ♦ Project name and number.
- ♦ Brief description of the project.
- ♦ What were the original goals and objectives?
- ♦ What were the measurements of success?
- ♦ What was accomplished? — LSC Consulting Report need
- ♦ Was success achieved?
 - If so, why?
 - If not, why?

address letter to cooperative program

need March 29, 1996 Letter to Judy

x office to sign
Monday July 1st
morning or afternoon

1 copy to Judy
* 1 copy



United States
Department of
Agriculture

Forest
Service

Pacific
Northwest
Region

* Charles F. Krebs
Director of Cooperative Program

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MESSAGE DISPLAY FOR JUDY A WING

To Judy A Wing:R06F16D06A
CC Ollie

From: Ollie K. Jones:R06F07A
Postmark: Jun 17,96 8:12 AM Delivered: Jun 17,96 8:10 AM
Status: Certified
Subject: Reply to: Elgin

Reply text:

From: Ollie K. Jones:R06F07A
Date: Jun 17,96 8:12 AM

They need to complete some sort of accomplishment report showing what they did accomplish, a letter summary of why they can't continue and their wish to deobligate the balance of the funds. Remember they need to show match for the funds they did expend for the part of the scope of work they did accomplish. All this should be summarized on the financial forms. In the second part of the city's letter - I would have them propose the reissuance of the balance of funds into a new grant that covers the TA on the park project - including a new scope of work, budget, etc. [Make sure they know that we are going to try to help get the money switched to a new project but no guarantees.] by 6/24
Have you talked with the Mayor too? not just the grant writer?

March 29, 1996

Preceding message:

From: Judy A Wing:R06F16D06A
Date: Jun 14,96 2:40 PM

What does Elgin need to close the part of the grant the completed? They did one reimbursement request. Do they need a final 269, and a letter?

I'm meeting with the grant writer on Tuesday, she is bringing a new scope of work and a budget.

thanks...

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